

TLA & Single Service Members

Single Service members in the grade of E-6 and above are authorized TLA upon arrival. Single Service members in the grade of E-5 and below are not authorized TLA and must reside in the barracks.

TLA & Household Goods Delivery Off-Post for Rentals & Home Purchases

Service members securing an off-post rental or home purchase who have not declined on post housing and are awaiting delivery of household goods (HHG), are authorized to remain on TLA until the day prior to delivery of household goods. TLA requests beyond 60 days require an Exception to Policy.

Important Phone Numbers & Office Locations

AHFH North	275-3700
HSO North	655-8944
Bldg 690, 1st Floor, Schofield Barracks	
AHFH South	275-3800
Bldg 334 Ft Shafter	
HSO South	438-6198
Bldg 1507 Ft Shafter Flats	
UPH	655-0454
Bldg 690, 2nd Floor, Rm 2C, Schofield Barracks	

Where do I go to process my TLA?

Married and single Service members with command sponsored dependents will process TLA with the Army Hawaii Family Housing (AHFH) offices.

Married and single Service members that bring their non-command sponsored dependents with them, will receive TLA at the single rate until the command sponsorship is approved. Those Service members who acquire dependents after arrival, are not authorized TLA.

Married Service members without their families here, pending command sponsorship will process through the HSO offices.

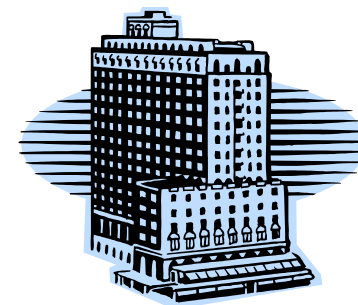
Geographical bachelors that WILL NOT be bringing their families to Hawaii will process through the HSO offices.

All Single Service members in the grade of E-6 and above, without dependents, regardless of duty station, will process through the UPH Office, located in Bldg 690, 2nd Floor, Room 2C.

- Service members assigned to Schofield Barracks, Wheeler Army Airfield and Helemano will process TLA with AHFH North or HSO located on Schofield Barracks in the Aloha Center, 1st Floor of Bldg 690.
- Service members assigned to TAMC, Camp Smith, Fort Shafter, Pearl Harbor and Hickam Air Force Base will process TLA with AHFH South, located on Fort Shafter in Bldg 334 or HSO located in the Fort Shafter Flats, Bldg 1507.

Married Service members without their families here, pending command sponsorship will process through their respective HSO offices.

A GUIDE FOR TEMPORARY LODGING ALLOWANCE (TLA) FOR ARMY PERSONNEL IN HAWAII



TLA References

- Joint Travel Regulation—Chapter 9
- USCINCPACINST 7430.1B, 4 August 2000, Temporary Lodging Allowance (TLA) in Hawaii
- Army Regulation 210-50, Installation Housing Management, 3 October 2005
- Memorandum of Understanding, 11 October 2004, Interservice Cooperation and Coordination on Military Family Housing Matters
- Policy Memorandum, USAG-HI-29, Administration of Temporary Lodging Allowance (TLA) for Army Personnel in Hawaii, 4 December 2006

Purpose of TLA

The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings. Individuals with command sponsored family members in the area of the Permanent Duty Station (PDS) are entitled to payment of TLA when housing is not available upon arrival and after clearing privatized family housing or off-post housing.

Documents Required to Process TLA

Incoming TLA—NTE 60 days

TLA ends the day before adequate housing is available for occupancy.

Incoming TLA is only authorized for up to 60 days and will be issued in 10 day increments upon arrival date (date signed into the installation on DA Form 31). Any TLA requests for TLA to begin beyond 60 days of arrival date will require a written Exception to Policy.

Required Documents - Incoming TLA

- Service member's PCS orders—family members must be listed on orders & be command sponsored to receive TLA.
- Leave Form (DA form 31) Service member must be signed into installation prior to receiving TLA.
- Family member's flight itinerary.

Departure TLA

- Off-post Housing—Up to 10 days of TLA prior to departure in conjunction with date of household goods pick up.
- Privatized Family Housing & SEQ/BOQ—From 1-3 days (in conjunction with termination of housing. TLA cannot be paid while occupying housing.

Required Documents - Departure TLA

- Service member's PCS, ETS or Retirement Orders—family must be listed on orders to receive TLA (AVAIL date on orders must coincide with departure date. No TLA will authorized beyond AVAIL date or if Service member is on leave status).
- Leave Form (DA Form 31) SM start leave date should be the same as departure flight date.
- Application for Shipment and/or Storage of Personal Property (DD Form 1299).
- Flight itinerary (late departure authorized for flights departing after 1800.
- Termination letter for privatized family housing (on post).

TLA Approved Hotels

All Service members requesting incoming or departure TLA must check in with the Inn @ Schofield or Tripler Lodging prior to making any lodging arrangements. If there is no availability, you will be issued a Room Status Certificate (RSC). Service members must reside in a TLA approved hotel to receive TLA entitlements. A list of TLA approved hotels is available at the Housing Services Office (HSO). If there are no TLA approved hotels available, an Exception to Policy (ETP) must be submitted to the Housing Services Office for approval.

TLA—Dual Military Service Members

Dual military Service members in the grade of E-6 and above, arriving without their dual military spouse are authorized TLA. Service members in the grade of E-5 and below, arriving without their dual military spouse and without dependents are not authorized TLA and must reside in the barracks.

Dual military service members who arrive together, will both be issued a TLA statement. TLA will be issued at the single rate for each service member, unless the service member has dependents listed on their orders.

TLA—Geographical Bachelors

Geographical bachelors of all grades are authorized TLA at the single rate and must seek housing off post. Service members will inprocess with HSO.